

### SECURITY ACCESS REQUISITION – WILLIAMS

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Complete all information</li> <li>2. Bring this form to Williams Front Desk or email to <a href="mailto:re.admin@admin.utah.edu">re.admin@admin.utah.edu</a></li> </ol> |
|---|

Last Name		First Name	
Emergency Contact & Phone			
Business Phone			
Supervisor			
Williams Badge#			

PARKING INFORMATION	
Parking Tag #	
License Plate #	
State for License Plate	
If WY, is this a Truck or Car?	

MANAGER OR HUMAN RESOURCE SIGNATURE	DATE
EMPLOYEE SIGNATURE	DATE
SECURITY/FRONT DESK COMPLETION SIGNATURE	DATE

KEY REQUEST	
Room / Cubicle Number	
Is this a new or replacement key?	
Chart Field for Charges	
Estimated Cost	
Amount	
Supervisor Name (Print)	
Supervisor Signature	
FOR OFFICE USE ONLY	
Key Number	
Key Received By (Name and Date)	
Facility Manager Signature	

BUS HRS	AFTER HRS	ROOM DESCRIPTION	APPROVAL	APPROVAL INITIAL
<input type="checkbox"/>	<input type="checkbox"/>	General Building Access	N/A	
<input type="checkbox"/>	N/A	Roof Access	J. Sim	
<input type="checkbox"/>	N/A	Facilities Office	J. Sim / C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Receiving / Loading Dock	C. McGavin	
<input type="checkbox"/>	N/A	Security Console	C. McGavin	
<input type="checkbox"/>	N/A	Building Storage Room 156	J. Sim / C. McGavin	
<input type="checkbox"/>	N/A	Main Electrical Room	J. Sim	
<input type="checkbox"/>	N/A	Main Mechanical Room	J. Sim	
<input type="checkbox"/>	N/A	Telex / Demark Room	J. Sim	
<input type="checkbox"/>	N/A	Electrical Rooms	J. Sim	

***Contact Building Security at 801-587-8725 should you lose your badge. Lost or replacement parking passes will incur a charge to tenant of \$15.00.***